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TO: File
FROM: Gus Preschle
DATE: August 20, 1993
SUBJECT: WORLD TRADE CENTER EMERGENCY COMMUNICATIONS DRILL MEETING

COPY TO: R. Cronin, R. DiChiara, M. Hurley, C. Maikish, L. Zucchi

ATTENDEES: Tom Cancelliere, Nelson Chanfrau, Bill Ellis, Tony Marciano, Captain Martella, Ed Monteverde, Lou Norcia, Gus Preschle, Bob Rafferty, Alan Reiss, Ted Stam and Frank Varriano.

On Thursday, August 12, 1993, a meeting was held in the Market Bar Situation Room to discuss the planned WTC Emergency Communications Drill. Attached is a preliminary outline of the drill. A planning group was established to oversee operation for the drill. It will include Tom Cancelliere, Nelson Chanfrau, Bill Ellis, Mike Hurley, Ed Monteverdi, Lou Norcia, Captain Martella, Bob Rafferty and Lee Zucchi. Captain Martella will request assistance from Central Police Division staff who are familiar with "table top" drills.

A number of possible scenarios were identified for further consideration, including a power failure and blackout, electrical closet fire, a major flood, or a major condenser water system failure. Further discussion is required to determine whether the drill will be conducted during normal business hours or after hours, or on a weekend. This will depend on the scope and type of drill to be held. It was also proposed that two-way radios would not be used during the drill and that all communications would be by telephone (including cellulars) and face-to-face. It was also proposed that a second person be put at each desk which is involved in the drill and it was agreed that a skylobby fire command desk would be involved, as well as the B1 OCC, Market Bar OCC, the Police Desk, the Situation Room, and the Tenant Emergency Response Center.

Ed Monteverdi will lead this planning effort and will schedule the next meeting after Captain Martella has arranged for the assistance of the Central Police Division.

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We also discussed the new "levels of emergency" which were included in the recently released Interim Emergency Procedures memo from Bob DiChiara. Captain Martella and Bob Rafferty agreed to schedule an all day meeting for their Tour Commanders and Chief Operations Supervisors to discuss and review this material in an effort to fine-tune it, and develop an implementation and training program for their staffs. Captain Martella will ask Pete Tomolonis of HRD to facilitate the meeting.

It was also suggested that wallet cards describing the "levels" be distributed to everyone once the material is finalized.

The above described emergency communications drill and training efforts may come under the Towers Program for funding of out-of-pocket expenses. Bill Ellis agreed to provide a liaison with Ray Mannion who is managing the program.

As a final note, Tom Cancelliere recommended the re-establishment of the old Plant & Structures conference room on the B2 level of One World Trade Center as a back-up situation room. This is consistent with Captain Martella's recent idea and plans to establish the old B1 Police Desk area as a back-up Police Emergency Desk.

Gus Preschle
Program Manager

WTC EMERGENCY COMMUNICATIONS DRILL

PURPOSE:

- Familiarize staff with revised emergency response procedures.
- Test the communications equipment and furnishings in the Temporary Situation and Tenant Emergency Response Rooms.
- Test the ability of the Police Desk, B-1 Alarm Center, Operations Control Desk, and Lobby Fire Command Desks to communicate with each other during an emergency.
- Emphasize the importance of emergency response training.

DATE: To be Determined TIME: To Be Determined

PARTICIPANTS:

- Police: Desk Officer, Tour Commander, Lieutenant, Captain
- Operations: 7-7's, 7-4's, 7-3, Security Contract Administrator, Manager, Security Contract Superintendent
- Plant And Structures: Supervising Engineer, Fire Safety Director, Manager, Maintenance Section Chiefs, Elevator Contract Administrator, Selected Crafts Persons
- Tenant Support: General Manager and all Tenant Representatives.
- Directors Office: Media Relations Representative, Special Assistant, Assistant Director, Director, General Manager of Capital Programs, Asbestos Project Manager
- Risk Management: Manager
- Management Engineering and Analysis (Planning and Evaluation)

EMERGENCY EXERCISE:

At the designated time, the Operations Supervisor in the Operations Control Center will be advised of a simulated fire emergency in the second zone of One WTC which might affect service to the entire complex ("Black Alarm" Drill). The Supervisor will immediately notify Departmental staff in accordance with the appropriate call list from the Emergency Procedures Manual and Interim Fire Emergency Response Plan. Staff will log the time and method by which they were notified, and the message they received. They'll respond to their respective posts, noting the time of their arrival. Additional information and instructions will be distributed from the Situation Room and OCC until the exercise is declared over by the Director. The drill will be critiqued immediately following.

NOTE: THIS IS A SMALL SCALE PRELIMINARY DRILL SO NO PARTIES OUTSIDE OF THE WORLD TRADE DEPARTMENT WILL BE INVOLVED EXCEPT AS SPECIFIED ABOVE.